



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 1-4-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 16
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED] and [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Students		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female x Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male ☐ Female x Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
1-4-17	The [REDACTED] visits the EOO and asks to speak to MC about [REDACTED]	<p>The [REDACTED] staff voices several concerns about their supervisor [REDACTED]. [REDACTED] is our supervisor but.....</p> <ul style="list-style-type: none"> a. ...is never in the community ("Don't need boots on the ground" according to [REDACTED]) b. ...does not conduct staff meetings c. ...is not around to sign expenditure forms d. ...has been to only 2 hall council meetings e. ...does not respond to emails f. ...only provides text responses to questions asked via phone g. ...is not transparent and has created a different evaluation process for [REDACTED] h. ...took the [REDACTED] out of the [REDACTED] community i. ...is not available for support j. ...intimidates the staff and has grabbed a staff member by

		<p>the arm</p> <p>k. ...hired someone named [REDACTED] to help with the day to day operations of running [REDACTED] but [REDACTED] seems to be [REDACTED] personal assistant as opposed to providing support to [REDACTED]</p> <p>MC indicated that the concerns expressed by [REDACTED] seemed to be issues related to Ms. [REDACTED] job responsibilities and conduct. MC asked if there were issues related to discrimination of a legally protected characteristic(s) and the [REDACTED] staff indicated that their concerns involved [REDACTED] lack of professionalism and not issues of discrimination up to this point. MC lets them know that EOO looks into issues of discrimination and that typically the individual's supervisor or HR will handle matters of personnel that are not EOO related. MC asked if they approached [REDACTED] with their concerns and they responded that they approached [REDACTED] on multiple occasions but that it was not helpful; she was defensive or non-responsive. MC suggested that they contact [REDACTED] and inform him of their concerns since [REDACTED] is [REDACTED] supervisor. The [REDACTED] Staff expressed some reluctance because they weren't sure that [REDACTED] could be objective with matters involving [REDACTED]. MC reiterated that [REDACTED] needs notification in order to properly address their concerns and that Human Resources is also an option. They indicated that they went to HR and were waiting to hear back but were referred to EOO by HR. MC asks if the group is okay with him relaying their conversation to [REDACTED]. They answer in the affirmative. MC reiterates that HR [REDACTED] or both may be the appropriate offices to resolve their concerns but that he will follow up with the [REDACTED] staff to let them know and to provide follow up information about how his conversation with [REDACTED] goes. The group designates [REDACTED] as the contact person.</p>
1-4-17	SGS and MC meet with [REDACTED]	MC and SGS meet with [REDACTED] later that day and give him an overview of MC's conversation with the [REDACTED] Staff [REDACTED] indicates that HR is looking into the matter and that he takes their concerns seriously.
1-4-17	MC calls [REDACTED]	MC informs [REDACTED] that he shared the [REDACTED] Staff concerns to [REDACTED] confirms that HR is involved and thanks MC. MC asks if [REDACTED] needs anything else or has questions. [REDACTED] indicates that he is okay for now and will wait to see what HR does.